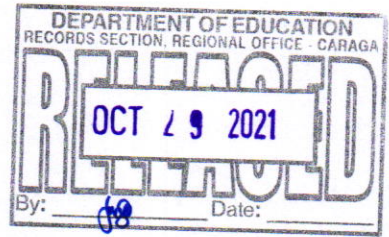




Republic of the Philippines
Department of Education
CARAGA REGION



October 25, 2021

REGIONAL MEMORANDUM

No. 055, s. 2021

To: SCHOOLS DIVISION SUPERINTENDENTS
CHIEFS OF FUNCTIONAL DIVISIONS
ALL CONCERNED PERSONNEL
This Region

**DAILY CUT-OFF TIME FOR THE PROCESSING OF DOCUMENTS RECEIVED
AND RELEASED BY THE REGIONAL RECORDS OFFICE**

1. Due to limited manpower caused by the Alternative Work Arrangement (AWA) and the additional time required for application of safety protocols, this Regional Office implements daily cut-off time for the processing of documents received and released by the Regional Records Office.
2. Only those documents received by the Regional Records Office until 3:00 pm will be forwarded to the respective action offices within the day. Documents received beyond 3:00 pm will be forwarded for action on the following working day. Moreover, daily cut-off for documents to be released through a courier or messenger is at 11:00 am. For documents to be released through electronic means, cut-off time is 3:30 pm.
3. Immediate dissemination of this Memorandum is highly desired.


MA. GEMMA MERCADO LEDESMA
Regional Director 

Encl.: NONE

Reference: NONE

To be indicated in the Perpetual Index
under the following subjects:

RECORDS MANAGEMENT

REC/mcao
10/25/2021



Address: J.P. Rosales Avenue,
Butuan City
Trunkline No: (085) 342-8207
Telefax No: (085) 342-5969
Email: caraga@deped.gov.ph



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